Modify a Processing Option

Accounting Specialists can modify a processing option by completing the following steps.

1. Click the **Administration** tab.

2. From the **Manage Organizations** menu, select **Processing Options**>**Modify**. The *Step 1 of 3: Select Organization Endpoint* page appears.

> **Application Tip**
>
> Processing options must first be defined for the highest level organization before any lower level organization's processing options can be defined. If the processing options are not defined for the highest level organization, all lower level organization links will be disabled.

3. Select the OTC Endpoint for which you want to modify a processing option. The *Step 2 of 3: Define Processing Options* page appears.

4. Modify the processing option(s) and click **Next**.

   To modify **Accounting Classifications for Adjustments**, **Corrections**, and **Returned Items**, you can:

   Update **Default Accounting Codes** by
   - Selecting either **Use parent's values** or **Use my values**
   - Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass)

> **Application Tip**
>
> To narrow an accounting code search, enter a partial or full accounting code.

Or

- Clicking **Search** (magnifying glass) to view accounting codes

> **Application Tip**
>
> All accounting codes that meet your search criteria and are not applied as a debit or credit adjustment to your OTC Endpoint are displayed on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

Application Tip

By default, the first ten accounting codes display, first by ascending special character order, then by numerical order and then by ascending alphabetical order by accounting code.

Application Tip

If organization has more than ten accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results. The system will only allow a user to view and apply active accounting codes not designated as TAS or those designated as TAS and have been validated by SAM.

- Selecting the accounting code to apply a credit and/or debit adjustment type and click **Assign to Debit** and/or **Assign to Credit**

Application Tip

An accounting code can be assigned to both a debit adjustment and credit adjustment.

Application Tip

After an accounting code is assigned to debit or credit adjustment it appears in the Adjustment Type table.

- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Default Accounting Code Usage** by

- Selecting either **Use parent's values** or **Use my values**
- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Correspondence**, you can:

Update **Returned Items** by

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created

- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update Deposit Adjustment by

- Selecting Use parent's values or Use my values
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting Yes or No to allow changes by an organization lower in hierarchy

To modify **Deposit Preparation**, you can

Update **ITGA Deposit Creation** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits
    - If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Subtotals and Cash Count** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
    - Include Sub-totals for Checks/Money Orders and Cash
    - Include Currency count and sub-totals by denomination
    - Include Coin count and sub-totals by denomination
    - Allow changes by an organization lower in hierarchy

Update **Accounting Code Subtotals** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
    - Allow negative accounting code subtotals
    - Allow changes by an organization lower in hierarchy

Update **Separation of Duties** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
    - Deposits must be prepared and approved by different employees
    - Allow changes by an organization lower in hierarchy

To modify **Transaction History**, you can by

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box, if applicable
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

5. The *Step 3 of 3: Review the following processing options* page appears. Verify the information is correct and click **Submit**.

6. A *Confirmation* page appears showing which processing options were applied to the organization.

Application Tip

If additional changes are required after reviewing the information, click **Edit** and return to step 4.

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
  Click **Edit** to make additional changes.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.